



# USAID | JORDAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72027824R10003

**ISSUANCE DATE:** November 29, 2023

**CLOSING DATE/TIME:** December 12, 2023  
11:59 p.m. Amman local time

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contract (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 09 Section I General Information.

Sincerely,

Cynthia Rogers

Digitally signed by Cynthia  
Rogers  
Date: 2023.11.28 09:36:46  
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**Cynthia B. Rogers**  
**Contracting Officer**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NUMBER:** 72027824R10003
- 2. OPEN TO:** All Interested Jordanian Citizens
- 3. ISSUANCE DATE:** November 29, 2023
- 4. CLOSING DATE/TIME:** December 12, 2023, 11:59 p.m. Amman Local Time
- 5. POSITION TITLE:** Project Management Assistant  
Population and Family Health Office

**PERIOD OF PERFORMANCE:** The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not exceed five (5) years. Employment under this contract is of a continuing nature. The duration of the contract is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.

- 6. MARKET VALUE (SALARY PER ANNUM):** **JOD 18, 356 – JOD 30, 290 Equivalent to Grade FSN-09**  
*In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Jordan. Final compensation will be negotiated within the listed market value (Salary).*

- 7. PLACE OF PERFORMANCE:** Amman, Jordan
- 8. SECURITY LEVEL REQUIRED:** Facilities Access/Employment Authorization
- 9. POINT OF CONTACT:** All questions should be directed to:  
[ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov)

### **10. STATEMENT OF DUTIES:**

USAID/Jordan has an immediate vacancy for a Project Management Assistant position at the Population and Family Health (PFH). The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The job holder will serve as a Project Management Assistant for the Population and Family Health (PFH) Office which has an annual budget of \$40 million.

The job holder reports to the PFH Deputy Office Director, or his/her delegate, to support the team in carrying out a full range of budget management activities, monitoring, and evaluation, administrative and information gathering and disseminating activities in support of PFH goals. These include financial management, technical support duties, preparing project and program documents, and performance of program and project administration.

## **Major Duties and Responsibilities:**

### **Project Management Assistance:**

The incumbent primarily assists PFH management and the team of Project Management Specialists (PMS) in project management support and assistance functions. This includes assisting the CORs/AORs in communicating with counterparts and partners daily, receiving and analyzing periodic performance reports, tracking the projects' implementation milestones and adherence to performance indicators, conducting financial analysis of activity expenditure, independently drafting, and circulating the funding obligation documents, and performing all closeout procedures when the project ends. The incumbent may serve as an Alternative Contract Officer's Representative (COR)s/ Agreements Officer's Representative (AOR)s on one or more small PFH Office projects.

The incumbent assists on a variety of project-specific documents, such as Project Implementation Letters (PIL), action memorandum, justifications, and source and origin waivers. S/he will draft responses to Mission management requests related to PFH activities as they arise. The incumbent communicates with GOJ counterparts and implementing partners regularly in coordination with the CORs/AORs to identify any specific needs or issues in program implementation and take necessary actions.

The incumbent updates and analyzes information regarding PFH projects and shares this information/analysis with the COR/AOR managing these contracts and/or agreements. The incumbent is charged with conducting end use checks and inventory inspections as instructed by the COR/AOR.

The incumbent conducts field visits to project sites for which s/he is responsible in cooperation with the COR/AOR, and accompanies and actively participates with the COR/AOR in field visits and meetings to discuss major accomplishments and implementation plans for projects which the incumbent is the alternate COR/AOR. The incumbent will be responsible for compiling field visit reports and ensuring their proper documentation as necessary.

The incumbent is charged with providing a wide range of additional assistance to the PFH CORs/AORs on an alternate basis. This assistance will include support to process waivers and routine requests that support the functioning of PFH Office programs.

The incumbent will help the PFH team in the process of compiling activity and key issue narratives and program details for completing the annual Operational Plan. The incumbent will also help compile information and narratives for the annual Portfolio Reviews and Performance Plan Reports which inform the Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year.

The incumbent performs routine translations for correspondence, program documents and occasional reports. S/he serves as principal interpreter at selected meetings with counterparts, necessitating a command for the technical teams' vocabulary in English and Arabic. The incumbent shares information with the Mission DO teams to promote cross sector synergies where possible.

### **Budget and Financial Tracking:**

The incumbent will be PFH's budget lead, coordinating within the PFH and with the Program Office and the Financial Management Office (FMO) to manage budget information and inputs. S/he coordinates between the FMO and the relative COR/AOR to track and manage the project budget and expenditure, collect, and report on financial status, and perform pre-obligation actions to fund activities. The incumbent will work closely with Government of Jordan (GOJ) counterparts and the implementing partners to obtain

and update the required financial reporting inputs and will help the COR/AOR to analyze their projects' financial needs and utilize the financial information for drafting and submitting required mission and Agency documents. The incumbent will attend quarterly financial reviews and will provide assistance to CORs/AORs in complete quarterly financial analysis as well as update quarterly procurement plans and any necessary incremental funding actions to be taken.

The incumbent creates and manages a database to track financials for all funding streams and activities under the PFH portfolio. S/he develops, maintains, and updates financial tracking sheets for every activity and accordingly reconciles obligation and expenditure figures with the FMO to provide timely and accurate data to other activity managers.

The Project Management Assistant will help the PFH team in the process of compiling financial inputs for the annual Operational Plan that informs the US Congress of how the Mission intends to spend the budget allocation for the coming fiscal year.

### **Monitoring and Evaluation Assistance:**

The incumbent will play an important role in supporting PFH Office's monitoring, evaluation, and learning (MEL) efforts including helping to provide oversight of the DO 1 Performance and Monitoring Plan. Related to project implementation, s/he will help CORs/AORs comply with USAID MEL requirements as outlined in the USAID Automated Directives System Chapter 201, including reviewing Activity MEL Plans, and coordinating MEL activities.

The incumbent will also support PFH's participation in bi-annual portfolio reviews and the annual Performance Plan Reporting process. These activities inform the Mission Director and the US Congress as to the accomplishments that have been achieved in the previous fiscal year. The incumbent will assist in new designs or updates for activity MEL Plans. This may include results frameworks, baseline surveys, needs assessments, mid-term, and final evaluations, learning agenda content, and learning events.

The incumbent also plays a supporting role in collaborating on behalf of the PFH Office with the Mission's MEL Specialist, the Gender and Youth team, the Mission's Environmental Officer, and others to ensure that their inputs are incorporated into each PFH activity, beginning with the design phase (i.e., cross-sectoral collaboration, MEL principles and content, incorporating lessons learned and findings from previous experiences, gender analysis, gender-sensitive approaches and indicators, special topics and environmental compliance requirements).

The incumbent will establish communication with the implementing partners, including partners under host country awards, explain USAID regulations, requirements, and procedures, collect data for reporting, and track and record all requests for COR/AOR actions.

### **Outreach and Communications:**

The incumbent will work closely with the Development Assistant and coordinate with the PFH Office Director, or Deputy, the CORs/AORs, the Mission communications team on a range of outreach and communications material for internal USG and external Jordanian audiences. This includes drafting success stories and weekly bullets on EDE activities, preparing scene setters and briefing checklists, and updating project fact sheets. S/he will also support PMSs to develop project events in coordination with implementing partners and/or Government counterparts. This will require periodic field visits to project sites.

### ***Supervisory Relationship***

Reports to the PFH Deputy Office Director or his/her designee.

### ***Supervisory Controls***

This is a non-supervisory position; direct supervision of other staff is not contemplated.

### ***Other significant Factors***

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

## **11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **12. AREA OF CONSIDERATION**

To meet basic eligibility requirements, the applicant must be a Jordanian citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearances.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

- a. **Education:** Minimum of two years College or University studies degree in business administration, economics, engineering, sciences, arts, or international studies is required. **Supporting documentation (i.e., a copy of community college diploma must be included in the application for eligibility purposes).**
- b. **Prior Work Experience:** Minimum of three years of demonstrated and progressively responsible experience in donor-funded project management support is required. Minimum of one year experience in budgeting and monitoring of donor-funded projects and evaluation of donor-funded projects is required.
- c. **Language Proficiency:** Demonstrated fluency in both written and spoken English and Arabic (Level IV) is required.
- d. **Job Knowledge:** Understanding of project management support, including the principles of monitoring and evaluation, formulating and monitoring budgets; managing administrative tasks related to project support; tracking and organizing project inputs, and tracking and reporting on project results.
- e. **Skills and Abilities:** Must have demonstrated skills in analyzing, organizing, and interpreting data; drafting letters, reports, budgets, talking points and/or briefing checklists with minimal grammatical errors. Excellent written and oral communication skills in English and Arabic. Strong computer skills, especially in word processing and spreadsheets. Must have excellent organizational and time management skills to execute several actions concurrently. Must demonstrate a high level of tact, diplomacy, negotiation, conflict resolution skills in team settings. Ability to work independently, establish priorities under pressure, be flexible and adaptable to unexpected changes, and exercise sound judgment.

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with applicants in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who do not meet the minimum education and experience requirement will not be contacted.

Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

- |  |     |
|--|-----|
| a. Prior work experience                     | 30% |
| b. Language Proficiency (written and verbal) | 20% |
| c. Skills and abilities                      | 50% |

At each step of the evaluation process, the contracting officer may establish a competitive range. Only applicants who meet the minimum qualifications (education and years of relevant work experience) will be invited to take an English language test (TOEIC). Applicants with passing TOEIC scores may be further assessed through a written technical skills test to assess the candidates' qualifications in any of the evaluation criteria listed above. Only the top-ranked applicants from the written technical skills test will be invited for an interview.

USAID/Jordan will conduct reference checks, including references from individuals who have not been specifically identified by the applicants, and may do so before or after an applicant is interviewed. USAID/Jordan may use all reference information obtained to evaluate an applicant's suitability for the position.

The Contracting Officer (CO) reserves the right to waive any step during the selection process.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

### **IV. SUBMITTING AN APPLICATION (APPLYING)**

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A cover letter (no more than one page) demonstrating how education, experience, and skills address the requirements listed under required qualifications.
- b. A current curriculum vitae.
- c. Copy of the Jordanian National ID and/or Jordanian Passport.
- d. Copy of University degree/ Community College Diploma (English or Arabic).



**Failure to submit any of the above required documents will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.**

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the [ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov). Application forms can be accessed from the Embassy website: <https://jo.usembassy.gov/embassy/jobs/>

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value.
- Transportation & Miscellaneous Allowances.
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses.
- Subscription to the Jordanian Social Security.
- Subscription to the Mission's Provident Fund Program.
- Medical Insurance (Employee & Family).
- Life Insurance (Employee only).

Funds for Social Security, retirement, pension, vacation, or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered between the cooperating government and the United States Government.

## **VII. TAXES**

Based on Department of State policies and regulations, the U.S. Mission cannot withhold income tax deductions for Jordanian Locally Employed (LE) Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees must individually file and comply with applicable Jordanian income tax laws in a timely manner.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Cooperating Country National Personal Services Contracts (CCNPSC) available at

<http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov)

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	June 2023
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